

**State Workforce Planning Task Force**  
**Meeting Minutes**  
**May 19, 2010**  
**10:00 AM-1:00 PM**

**Members Present:** Janet Kelly, Department of Administration; Amy Sassano, Office of Budget and Program Planning; Tim Burton, Department of Justice; Dore Schwinden, Department of Labor and Industry; Christian Mackay, Department of Livestock; Galen Hollenbaugh, Secretary of State's Office; Alan Peura, Department of Revenue; Dick Clark, Department of Administration; Tom Livers, Department of Environmental Quality; Anna Whiting Sorrell, Department of Public Health and Human Services

**Members Absent:** Jennifer Jensen, Department of Transportation; Darlene Staffeldt, Montana State Library; and Mike Ferriter, Department of Corrections

**Guests:** Marty Roos, Joy Conquergood, Jody Stahl, Loraine Wodnik, Donna Hansen, Kathy Bramer

**Department of Administration Staff Present:** Paula Stoll, Peggy Davis, Joe Schopfer, Bonnie Shoemaker, John Moore, Terri DeGroat, Randy Morris, Marjorie Thomas, and Rende Mackay

**Facilitator:** Chris Christensen

**Minutes:** Bonnie Shoemaker

**Welcome:** Janet Kelly called the meeting to order at 10:03 a.m., and welcomed members and guests. She turned the meeting over to Chris Christensen.

**Meeting Purpose:** Chris reviewed the agenda.

**Minutes:** As moved by Alan Peura, and seconded by Dick Clark, the task force unanimously approved the meeting minutes from April 28, 2010.

**Introductions:** Task force members and guests introduced themselves.

**Review Draft Vision and Goals:** The task force reviewed the draft documents. They requested some modifications to the vision and goals document.

- Paula Stoll and her group will modify the draft documents as directed by the group. The group will review the documents for approval next meeting.

**Identify Achievable Objectives:** As moved by Dick Clark, and seconded by Tom Livers, the group agreed to concentrate its first efforts on recruitment and selection. Dick Clark, Janet Kelly, Tom Livers, and Anna Whiting Sorrell (as able) volunteered to serve on an ad hoc committee. This committee will recommend a consistent statewide approach to recruitment, selection, and on-boarding practices through the first two years of employment. Paula Stoll, Peggy Davis, and two to three agency HR representatives will support the effort. The task force asked that the ad hoc committee's product include best practice recommendations:

- related to the issues raised through the Debunking Recruitment and Selection Myths presentation,
- to speed up the selection process, with flexibility in both the process and timelines

- to meet diversity goals,
- to review vacancy announcements, supplemental questions, and related recruitment documents, with target audiences in mind,
- on the comparative weight given to job interviews and reference checks,
- for a streamlined job profile, and
- for marketing state government as an employer.

As moved by Janet Kelly and seconded by Dick Clark, the task force elected to next address retention issues, including succession planning.

**Public comments:** No public comments

**Meeting Wrap-Up:** Chris Christensen summarized the results of the meeting.

- The group will review and approve the State Human Resources' draft vision and goals document next meeting
- The ad hoc subcommittee group will report their progress next meeting
- Chris turned the meeting over to Janet Kelly.

**Closing:** Janet Kelly closed the meeting by thanking everyone for attending. The meeting was adjourned at 12:16 pm.

**The next meeting of the task force will be June 30, 2010, from 10:00 a.m. to 1:00 p.m., at the director's conference room 111, in the DEQ Metcalf building, 1520 E 6<sup>th</sup> St, Helena, Montana.**